



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: June 23, 2015

DATE: June 3, 2015
TO: Board of County Commissioners
FROM: Lawrence R. Burtness, County Recorder
(775) 328-3661, lburtness@washoecounty.us
SUBJECT: Acknowledge receipt of annual report of projected proceeds and expenditures in the account used for the acquisition and improvement of technology in the Office of the County Recorder for FY 2015/16. (All Commission Districts)

SUMMARY

This report is submitted pursuant to NRS 247.306(3), which states that the County Recorder shall submit to the Board of County Commissioners a report of the projected proceeds and expenditures used in the account for the following fiscal year.

Department Strategic Objective supported by this item: Public participation and open, transparent communication.

PREVIOUS ACTION

An account for acquisition and improvement of technology in the Office of the County Recorder was adopted by the Board of County Commissioners on 11/27/2001. Funds have been accruing in the account, IN20014, for the purchase of software, equipment and training to enhance technology in the Office of the County Recorder.

BACKGROUND

Pursuant to NRS 247.305(2), the County Recorder may charge and collect, in addition to any fee that a county recorder is otherwise authorized to charge and collect, an additional fee not to exceed \$3 for recording a document. The \$3 fee is accounted for separately for the acquisition and improvement of technology in the Office of the County Recorder.

AGENDA ITEM # 5D

The money in the account:

- (a) Must be accounted for separately in the county general fund. Any interest earned on money in the account, after deducting any applicable charges, must be credited to the account. Money that remains in the account at the end of the fiscal year does not revert to the county general fund, and the balance in the account must be carried forward to the next fiscal year. NRS 247.306(1)
- (b) The money in the account must be used only to acquire technology for or improve the technology used in the Office of the County Recorder, including, without limitation, costs related to acquiring or improving technology for converting and archiving records, purchasing hardware and software, maintaining the technology, training employees in the operation of the technology and contracting for professional services relating to the technology. NRS 247.306(2)

To date, this account has provided funding for a variety of technology-related projects. Expenditures totaling \$2,996,587 have been made from this account. A significant project was initiated in 2007 in order to be in compliance with NRS 239B.030, regarding the redaction of personal information from public records. The cost of the project to date is \$1.5 million; it is approximately 30% complete and will take ongoing efforts and funding in fiscal years 2016/17 and beyond to complete.

This report does not provide a FY2015/16 plan for the expenditure of the balance carried forward in the account (\$2.9 million by June 30, 2016) in order to provide a future funding source for the additional efforts required to meet the aforementioned statutory requirements.

FISCAL IMPACT

No impact to the General Fund. All projected expenditures are to be paid from the IN20014 account. Expected proceeds for account IN20014 during FY 2015/16 will be approximately \$310,000. The FY2015/16 budget recommendation for the IN20014 account is \$285,600.

FY2015/16 projected expenditures include the following:

New and replacement peripheral hardware	10,000
Brown toning/preservation of historical microfilm	60,000
Preservation of historical public records	30,000
Data and image conversion of marriage records	11,000
Self Service / eCommerce software and implementation	10,000
Shelves to house remaining books from Records Center	25,000
Off-site storage of permanent public records	15,000

Government-to-government eRecording pilot project	3,500
FY2011/12 reduction plan, to General Fund	84,400
Seminars/travel to facilitate technology training	22,000
Reserve for contingencies	14,700
Total	285,600

RECOMMENDATION

It is recommended that the Board of County Commissioners acknowledge the receipt of the annual report of projected proceeds and expenditures in the account used for the acquisition and improvement of technology in the Office of the County Recorder for FY 2015/16.

POSSIBLE MOTION

A possible motion would be:

“Move to acknowledge receipt of the annual report of projected proceeds and expenditures in the account used for the acquisition and improvement of technology in the Office of the County Recorder for FY 2015/16.